

1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 1 1973 73-332 MAY 2 1973									
2. Agency Application No. 73-16		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Treasurer's Office 959 E. Confederate Ave., S. E. Atlanta, Georgia		4. Person to Contact Barbara Collinsworth									
				5. Working Title		6. Tel. No. ext. 252							
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series		9. Exact Series Title Treasurer's General Subject File											
10. What is the function of the office in which this record series is created? The Personnel Section shall be responsible for the recruitment and the disengagement of personnel and the preparation and maintenance of personnel records. The Fiscal Services Section shall be responsible for departmental accounting and the preparation of budgets and financial reports. The Firearms License Section is responsible for the enforcement of an Act to Regulate the Sale of Firearms of Less Than Fifteen (15) Inches in Length House Bill 622 (AM). The Logistics Section shall procure supplies and supervise the issuance of and maintenance to supplies and equipment necessary for the success of the Department's mission. The Management Services Section shall provide planning and analytical support, including procedures writing, forms design and control, records management, and reproduction services.													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Relates to functions of Treasurer's Office. File consists of correspondence and other material received with copies of replies. Filed by subject by year.													
ATTACH SAMPLES OF THE FILE													
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION									
Letter-size File Drawers		1		1 1/2									
Legal-size File Drawers				FLOOR SPACE OCCUPIED (Square Feet)									
				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>This Year's</td> <td>Last Year's</td> <td>Preceding Year's</td> <td>All Prior Years'</td> </tr> <tr> <td>8</td> <td>3</td> <td></td> <td></td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Years'	8	3		
This Year's	Last Year's	Preceding Year's	All Prior Years'										
8	3												
				AVERAGE DAILY REFERENCES									

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
<i>Treasurer's files have historical value.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ _____ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☒ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(X) Concur () Nonconcur

[Signature]
Signature of Treasurer

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-9-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-2-73

STATE RECORDS
COMMITTEE